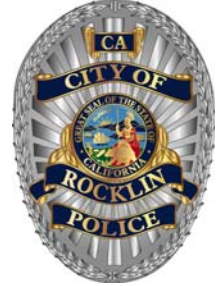




CITY OF ROCKLIN

EMPLOYMENT OPPORTUNITY



PUBLIC SAFETY DISPATCHER I-II LATERAL **(One Full-Time and One Part-Time Vacancy)**

Public Safety Dispatcher I - Lateral - \$3,613 - \$4,612/Month
Public Safety Dispatcher II - Lateral - \$3,895 - \$4,972/Month
(Part-Time paid at an hourly rate to be determined in relation to experience)

Application Deadline: Extended to December 21, 2011

ABOUT THE POSITION

The City of Rocklin is looking for experienced public safety dispatchers to fill one full-time and one part-time vacancy in the City's Police Department. Public Safety Dispatchers are required to work various shifts to meet the needs of Rocklin's state-of-the-art emergency communications center.

Public Safety Dispatchers are required to perform a variety of duties to include receiving routine and emergency (9-1-1) calls for service. They are also responsible for processing, prioritizing, and dispatching incidents, as well as monitoring and tracking police, fire, public works, and emergency medical responders in the field. Public Safety Dispatchers also perform data inquiry, entry, and other clerical functions.

QUALIFICATIONS

To qualify as a lateral dispatcher, individuals must have equivalent to the completion of the 12th grade and possess a valid California driver's license. Candidates must also possess the following additional qualifications:

Public Safety Dispatcher I - Lateral:

- ◆ One (1) year of public safety dispatch experience
- ◆ Possession of a POST Public Safety Dispatcher Certificate or equivalent

Public Safety Dispatcher II - Lateral:

- ◆ Two (2) years of public safety dispatch experience. Additional specialized training in dispatching, records management, or a related field is desirable
- ◆ Possession of a POST Public Safety Dispatcher Certificate or equivalent
- ◆ Possession of an Emergency Medical Dispatch Certificate

NOTE: Please attach a copy of qualifying certificates to the City application.

Additionally, candidates should possess the ability to:

- ◆ Receive both emergency and routine calls from the public requesting police, fire, or other public safety services
- ◆ Analyze and prioritize pending incidents for response
- ◆ Dispatch, track, and monitor field unit status and location
- ◆ Coordinate and relay information to other public safety agencies
- ◆ Enter, update, and retrieve information from law enforcement telecommunications networks
- ◆ Represent the City of Rocklin in a courteous and professional manner

COMPENSATION AND BENEFITS

The monthly salary range for the **full-time** Public Safety Dispatcher I - Lateral is **\$3,613 - \$4,612**; Public Safety Dispatcher II - Lateral is **\$3,895 - \$4,972**. The City offers a *comprehensive* benefit package which includes health, dental, vision, life and AD&D insurance; City-paid PERS; deferred compensation program; education incentive; and a generous paid time off and sick leave program based on years of service. The **part-time** salary shall be set at an hourly rate to be determined in relation to experience. The **part-time** position does not offer benefits.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Ability to sit at a desk or console for long periods of time; intermittently twist, bend and reach office equipment; walk to obtain printed materials from printer; bend and reach to insert and retrieve information from files; manual dexterity to use standard office equipment and supplies including a keyboard; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; lift up to ten (10) pounds; on a continuous basis, work indoors in an office environment; may work unusual and prolonged work schedules as necessary.

APPLICATION AND SCREENING PROCESS

All applicants must complete a City of Rocklin employment application. The applicant has the responsibility to explain his/her qualifications fully and clearly. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process. **Remember - attach a copy of qualifying certificates to application.** No written exam for qualified lateral applicants. The department will make the final determination as to what level the position will be staffed. Offers of employment are conditional subject to successful completion of a thorough background investigation and pre-employment medical and psychological exam and substance abuse screening. Applications must be submitted to the address below.

City of Rocklin Human Resources
3970 Rocklin Road
Rocklin, CA 95677
Telephone: (916) 625-5050 Fax: (916) 625-5099
Jobline: (916) 625-5060
www.rocklin.ca.us **Visit for More Information**

The City of Rocklin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.